




Iowa Transcript Center

powered by  National Transcript Center

Iowa Transcript Center

End of Year Reporting Requirement

- All public schools with students in grades 9-12 are required to upload into ITC
- Upload after final course grades have been completed



Using SIF to Upload into ITC

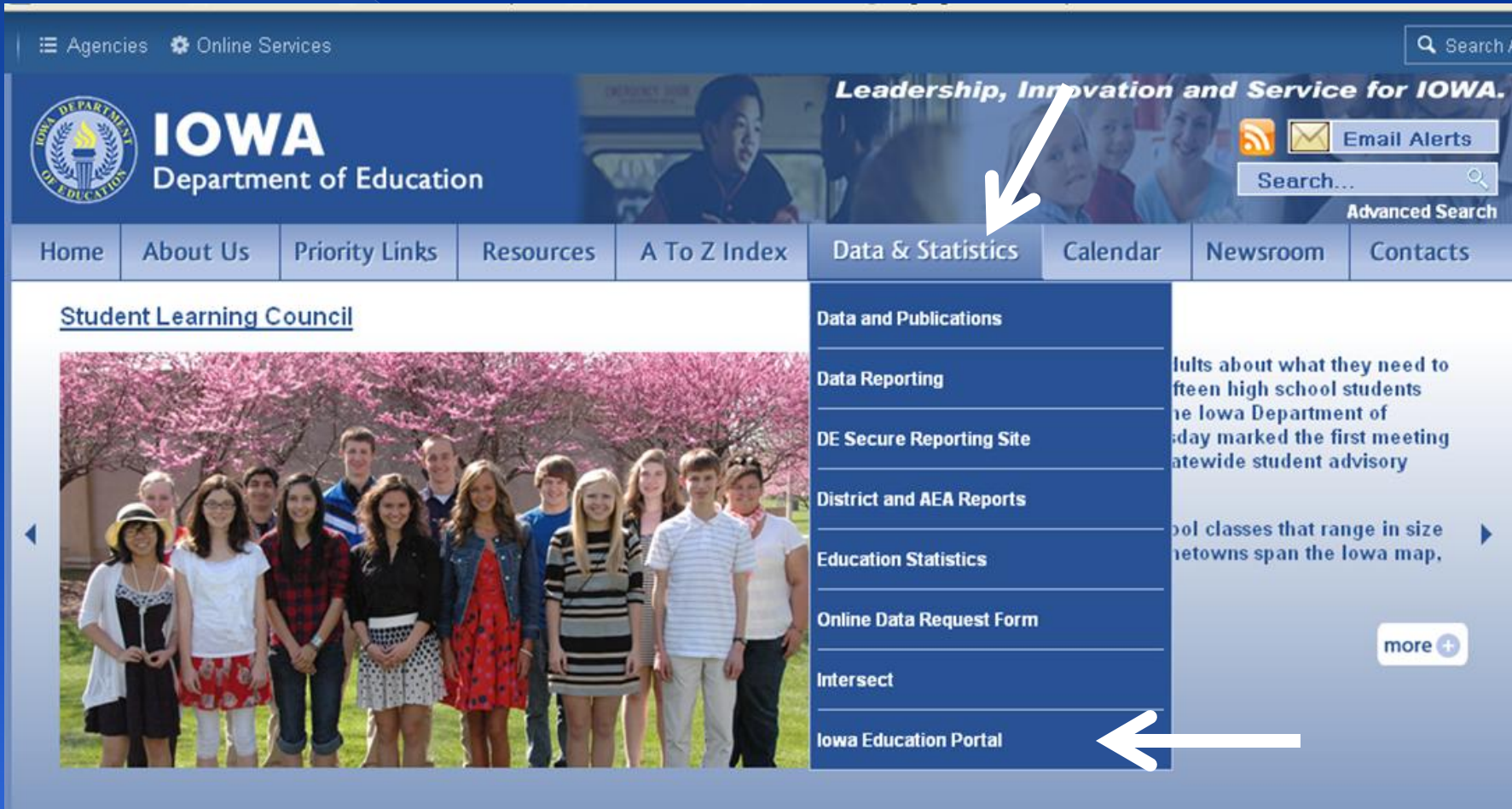
Overview – Process Using SIF

- > Log into VRF Data Collector in the Iowa Portal
- > Find section for Iowa Student Record and Transcript
- > Start data collection
- > Validate data
- > Make any necessary corrections in SIS and repeat process
- > Approve and Submit data to ITC

To log into the Iowa Education Portal:

Go to www.educateiowa.gov

Under Data & Statistics, click on Iowa Education Portal



The screenshot shows the Iowa Department of Education website. The header includes the Iowa Department of Education logo, the text "IOWA Department of Education", and the tagline "Leadership, Innovation and Service for IOWA.". The navigation menu includes links for Home, About Us, Priority Links, Resources, A To Z Index, Data & Statistics, Calendar, Newsroom, and Contacts. The "Data & Statistics" menu is open, showing a list of links: Data and Publications, Data Reporting, DE Secure Reporting Site, District and AEA Reports, Education Statistics, Online Data Request Form, Intersect, and Iowa Education Portal. A white arrow points to the "Iowa Education Portal" link. Another white arrow points to the "Data & Statistics" link in the navigation menu. The "Student Learning Council" section is visible on the left, featuring a group photo of students and staff.

Agencies Online Services

Search

IOWA
Department of Education

Leadership, Innovation and Service for IOWA.

Email Alerts

Search...

Advanced Search

Home About Us Priority Links Resources A To Z Index **Data & Statistics** Calendar Newsroom Contacts

Student Learning Council

Data and Publications

Data Reporting

DE Secure Reporting Site

District and AEA Reports

Education Statistics

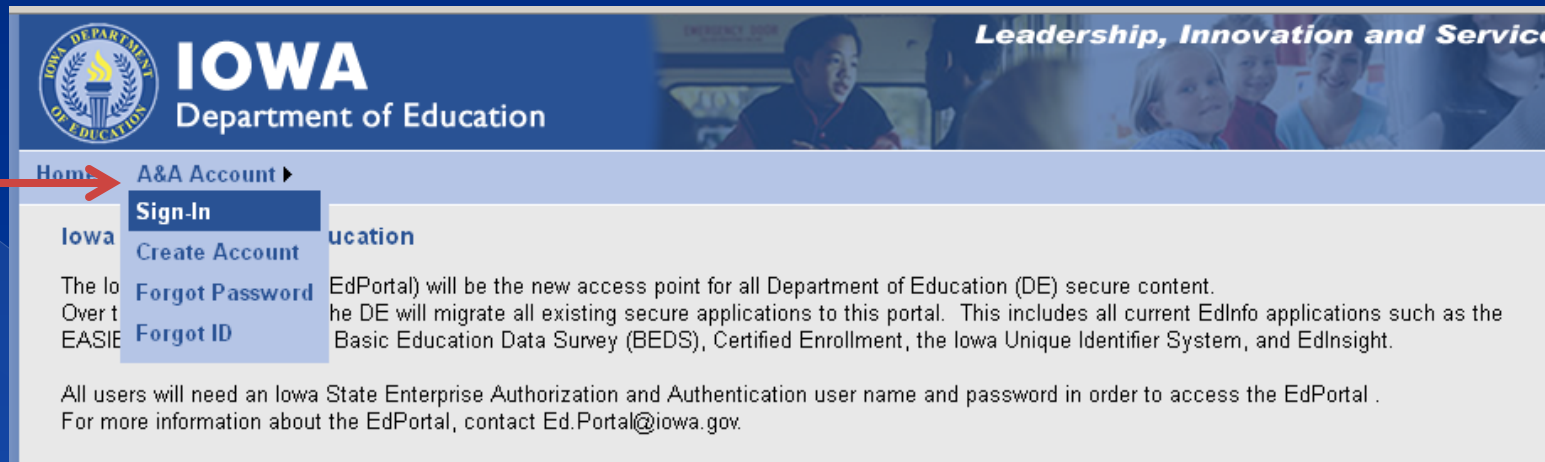
Online Data Request Form

Intersect

Iowa Education Portal

more +

Move cursor
over A&A
Account and
click on Sign-
In



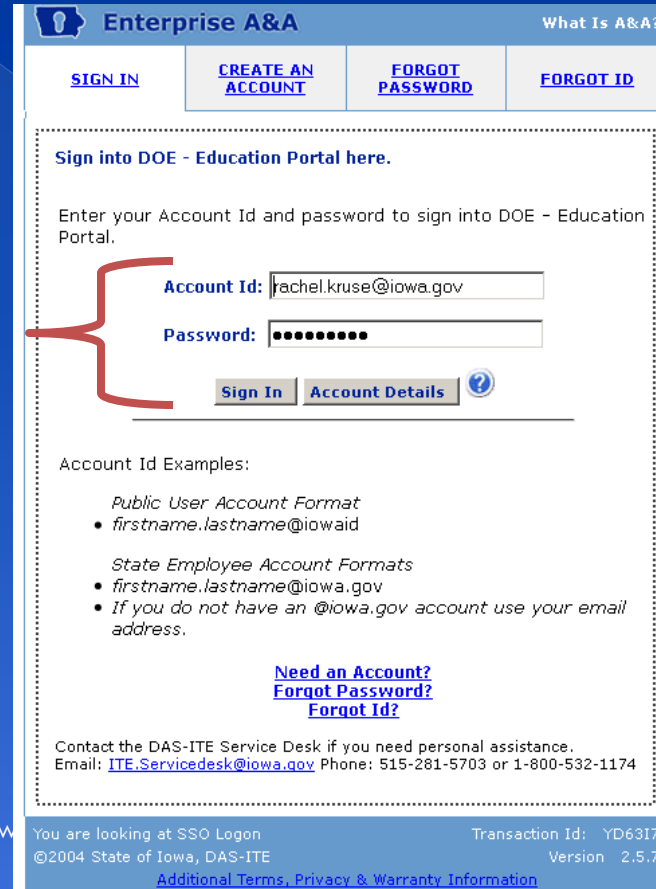
IOWA
Department of Education

Home **A&A Account** ▶
Sign-In
Create Account
Forgot Password
Forgot ID

The Iowa Department of Education (Iowa DE) will be the new access point for all Department of Education (DE) secure content. The DE will migrate all existing secure applications to this portal. This includes all current EdInfo applications such as the Basic Education Data Survey (BEDS), Certified Enrollment, the Iowa Unique Identifier System, and EdInsight.

All users will need an Iowa State Enterprise Authorization and Authentication user name and password in order to access the EdPortal. For more information about the EdPortal, contact Ed.Portal@iowa.gov.

Enter A&A
Account ID
and
Password
then click
Sign In



Enterprise A&A What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Sign into DOE - Education Portal here.

Enter your Account Id and password to sign into DOE - Education Portal.

Account Id:

Password:

[Sign In](#) [Account Details](#) [?](#)

Account Id Examples:

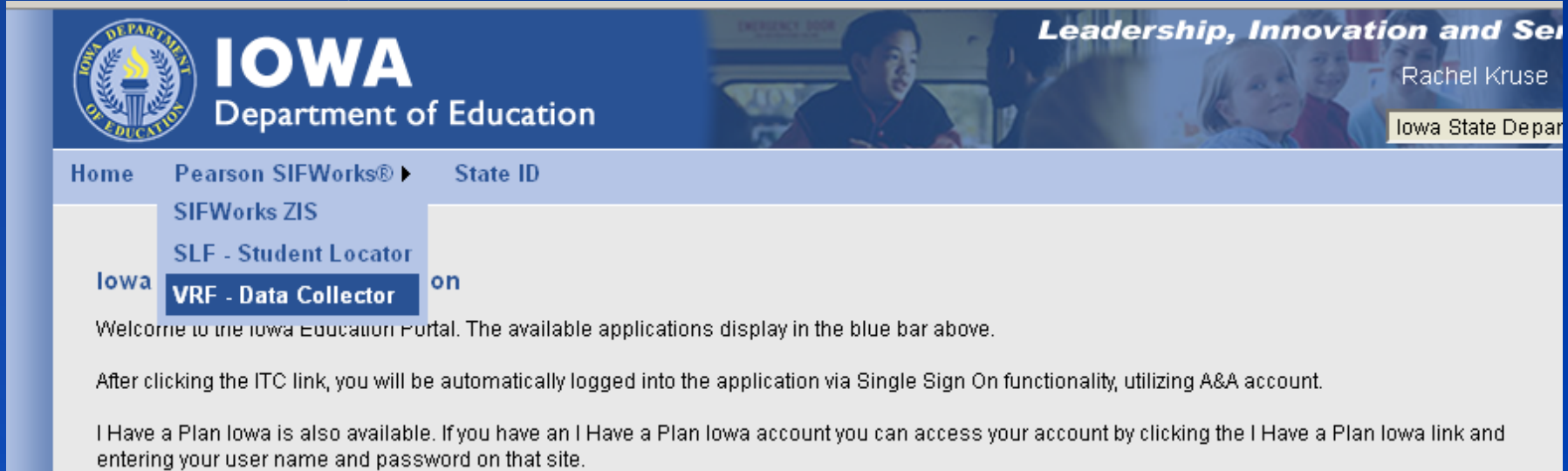
- Public User Account Format
- *firstname.lastname@iowaid*
- State Employee Account Formats
- *firstname.lastname@iowa.gov*
- If you do not have an @iowa.gov account use your email address.

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

Contact the DAS-ITE Service Desk if you need personal assistance.
Email: ITE.ServiceDesk@iowa.gov Phone: 515-281-5703 or 1-800-532-1174

You are looking at SSO Logon Transaction Id: YD6317
©2004 State of Iowa, DAS-ITE Version 2.5.7
[Additional Terms, Privacy & Warranty Information](#)

Once inside the portal, move cursor over Pearson SIFWorks and click on VRF-Data Collector



The screenshot shows the Iowa Department of Education portal. At the top left is the Iowa Department of Education logo, featuring a torch and the text "IOWA DEPARTMENT OF EDUCATION". To the right of the logo is the text "IOWA Department of Education". On the right side of the header, there is a banner with the text "Leadership, Innovation and Service" and a photo of children. Below the banner, the name "Rachel Kruse" and the text "Iowa State Department of Education" are visible. The navigation menu is located below the header and includes the following items: "Home", "Pearson SIFWorks®", "State ID", "SIFWorks ZIS", "SLF - Student Locator", and "VRF - Data Collector". The "VRF - Data Collector" item is highlighted with a blue background. Below the navigation menu, there is a welcome message: "Welcome to the Iowa Education Portal. The available applications display in the blue bar above." followed by instructions: "After clicking the ITC link, you will be automatically logged into the application via Single Sign On functionality, utilizing A&A account." and "I Have a Plan Iowa is also available. If you have an I Have a Plan Iowa account you can access your account by clicking the I Have a Plan Iowa link and entering your user name and password on that site."

IOWA
Department of Education

Leadership, Innovation and Service

Rachel Kruse
Iowa State Department of Education

Home Pearson SIFWorks® State ID
SIFWorks ZIS
SLF - Student Locator
VRF - Data Collector on

Welcome to the Iowa Education Portal. The available applications display in the blue bar above.

After clicking the ITC link, you will be automatically logged into the application via Single Sign On functionality, utilizing A&A account.

I Have a Plan Iowa is also available. If you have an I Have a Plan Iowa account you can access your account by clicking the I Have a Plan Iowa link and entering your user name and password on that site.

1. Locate the section
Student
Record and
Transcript

2. Click Start
Collection


SIFWorks VRF Data Collector

[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#)

Collection Requests Summary


[Refresh](#)

State of Iowa

 **Fall 2012 Student Reporting Collection**
Collects Fall 2012 Student Reporting in Iowa (SRI) data.

Submissions: October 01, 2012 - October 21, 2012
Expiration Date: October 21, 2012 (30 days ago)
Collection Request: SRIFALL2012 Version 3.0
Status: The collection was submitted October 04, 2012 at 02:16:08 PM by Mary Kay Sievers.
Submission Status: Pending Processing (October 04, 2012 at 02:16:58 PM)
Submission Number: 5 (attempt 1)
Actions: [View Submission Results](#)
[Examine](#)
[Start Collection](#)
[Add New Scheduled Collection](#)

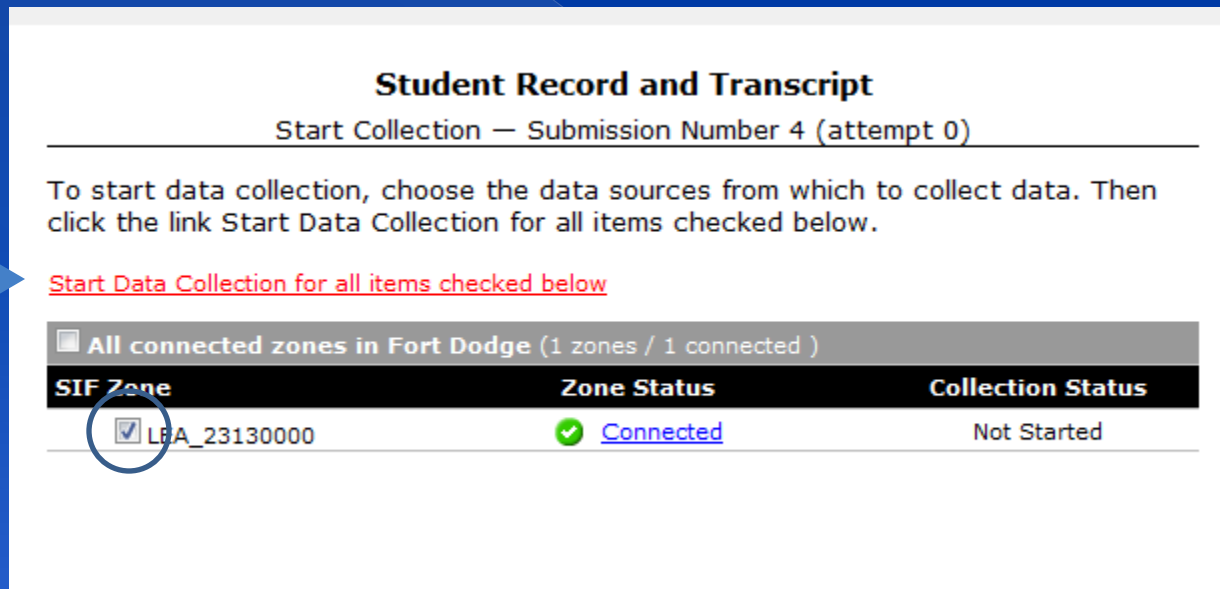
[Refresh](#)

 **Student Record and Transcript**
Collects student demographic and academic data for student record exchange and transcript purposes.

Submissions: October 01, 2011 - October 31, 2013
Expiration Date: October 31, 2013 (in 344 days)
Collection Request: 2011SR Version 1.12
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

3. Select the data source for the collection (SIF zone) and click “Start Data Collection”.

Note: This process may take several minutes to over an hour to complete.




Student Record and Transcript

Start Collection — Submission Number 4 (attempt 0)

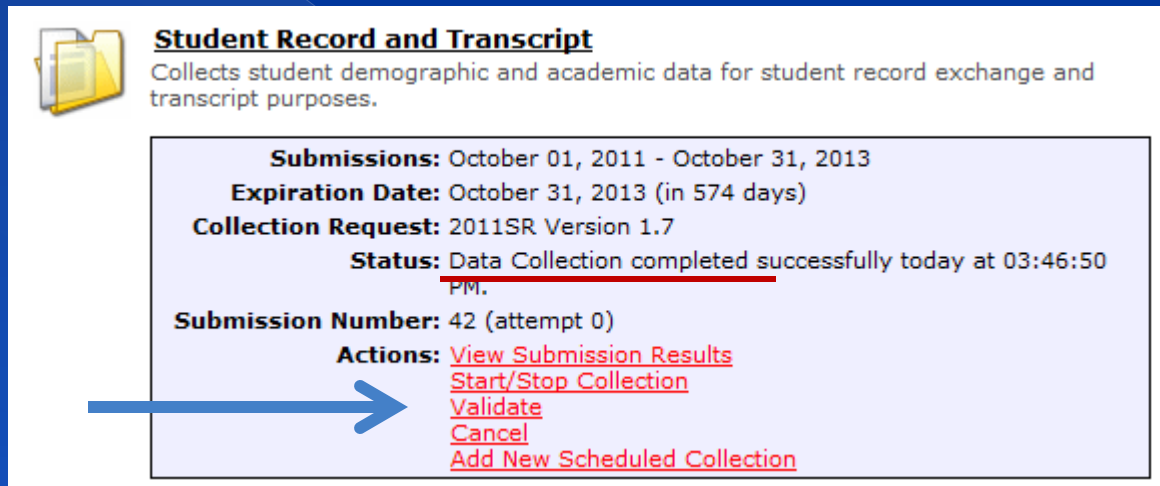
To start data collection, choose the data sources from which to collect data. Then click the link Start Data Collection for all items checked below.

[Start Data Collection for all items checked below](#)

☐ All connected zones in Fort Dodge (1 zones / 1 connected)

| SIF Zone | Zone Status | Collection Status |
|--|---|-------------------|
| <input checked="" type="checkbox"/> LBA_23130000 |  Connected | Not Started |

Once all of the data has been collected from the SIS, the Status will show Data Collection completed.



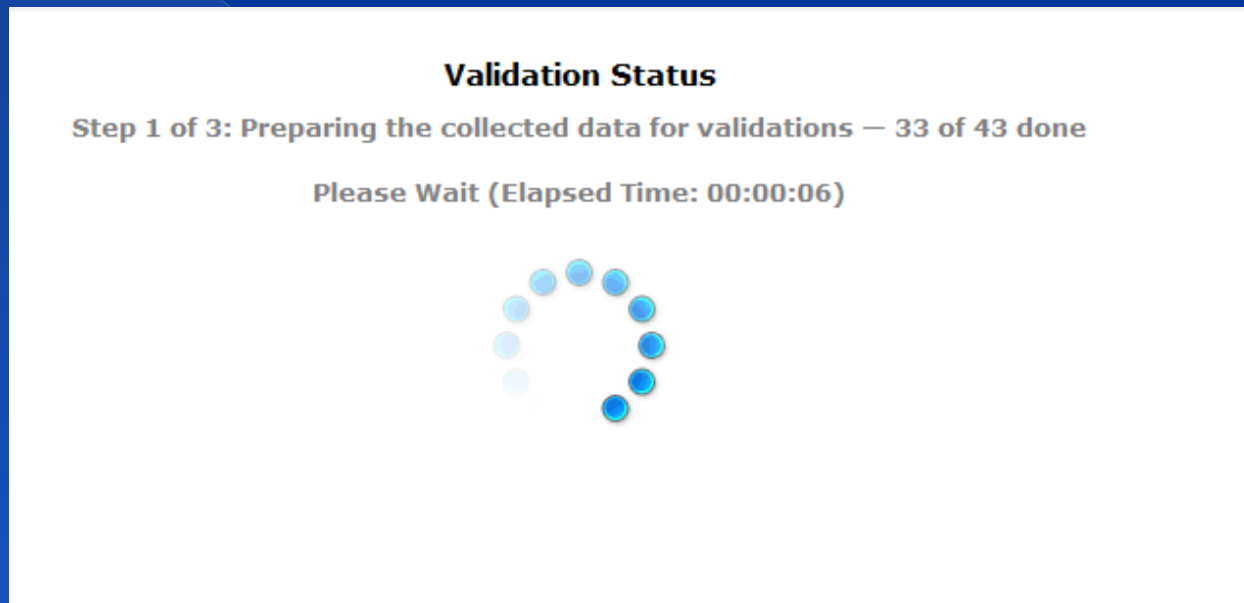
Student Record and Transcript
Collects student demographic and academic data for student record exchange and transcript purposes.

Submissions: October 01, 2011 - October 31, 2013
Expiration Date: October 31, 2013 (in 574 days)
Collection Request: 2011SR Version 1.7
Status: Data Collection completed successfully today at 03:46:50 PM.
Submission Number: 42 (attempt 0)
Actions: [View Submission Results](#)
[Start/Stop Collection](#)
[Validate](#)
[Cancel](#)
[Add New Scheduled Collection](#)

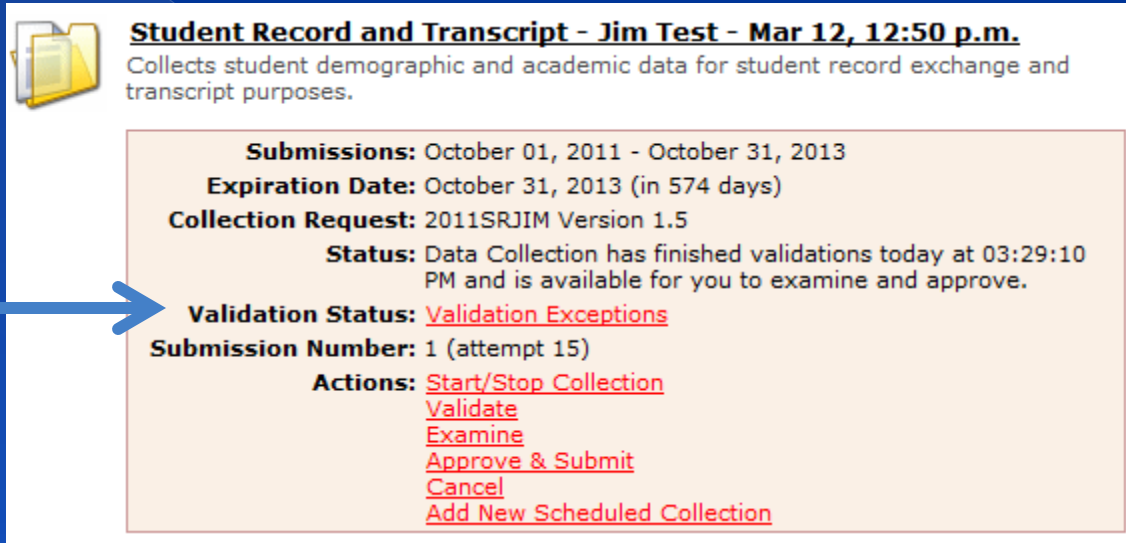
A blue arrow points to the "Validate" link in the Actions section.


4. A new action will appear – “Validate”. Click on it.

While the validation task is running, you will see the following screen.




After the validation task is completed, you will see a new link under Validation Status called “Validation Exceptions” (aka Errors).



 **Student Record and Transcript - Jim Test - Mar 12, 12:50 p.m.**
Collects student demographic and academic data for student record exchange and transcript purposes.

Submissions: October 01, 2011 - October 31, 2013
Expiration Date: October 31, 2013 (in 574 days)
Collection Request: 2011SRJIM Version 1.5
Status: Data Collection has finished validations today at 03:29:10 PM and is available for you to examine and approve.

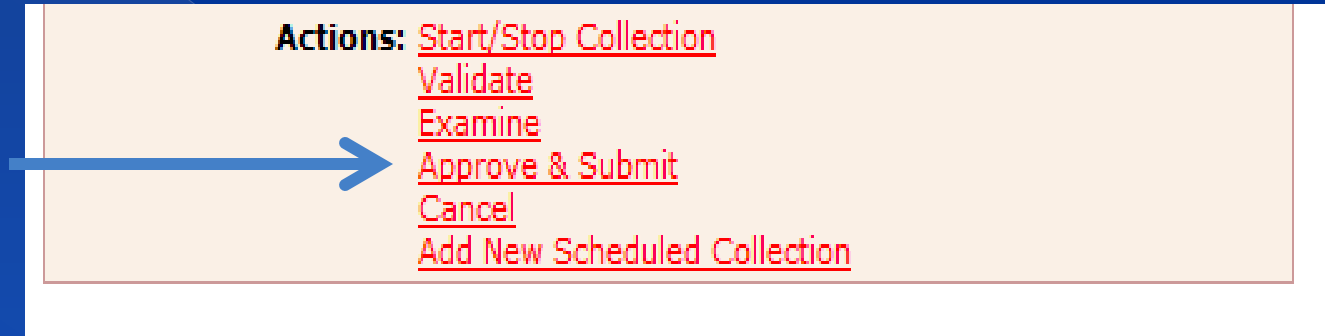
 **Validation Status:** [Validation Exceptions](#)
Submission Number: 1 (attempt 15)
Actions: [Start/Stop Collection](#)
[Validate](#)
[Examine](#)
[Approve & Submit](#)
[Cancel](#)
[Add New Scheduled Collection](#)

5. Click “Validation Exceptions” to see the records that failed validation.

Any record with an Error Level of 'Fatal' will not be submitted. You need to fix the error in your SIS and start the process over.

| Collection Request: Student Record and Transcript | | Submission Num: 3 | | Attempt: 1 | Export to file |
|--|-------------|---|---|---|--------------------------------|
| LEA Name: | | LEA State Id: | | Validation Type: this collection | |
| Error Number | Error Level | Message | Description | Record Identifying Fields | |
| ST.001 | Fatal | Student State Identifier must be present. | Invalid because Student State Identifier is required but is blank | 'null' = Student State Identifier, '15277' = Student Local Identifier, ' ' = Last Name, ' ' = First Name, '1' = CID | |
| ST.001 | Fatal | Student State Identifier must be present. | Invalid because Student State Identifier is required but is blank | 'null' = Student State Identifier, '15290' = Student Local Identifier, ' ' = Last Name, ' ' = First Name, '2' = CID | |
| ST.001 | Fatal | Student State Identifier must be present. | Invalid because Student State Identifier is required but is blank | 'null' = Student State Identifier, '18079' = Student Local Identifier, ' ' = Last Name, ' ' = First Name, '3' = CID | |
| ST.001 | Fatal | Student State Identifier must be present. | Invalid because Student State Identifier is required but is blank | 'null' = Student State Identifier, '18272' = Student Local Identifier, ' ' = Last Name, ' ' = First Name, '4' = CID | |
| ST.001 | Fatal | Student State Identifier must be present. | Invalid because Student State Identifier is required but is blank | 'null' = Student State Identifier, '18298' = Student Local Identifier, ' ' = Last Name, ' ' = First Name, '5' = CID | |
| ST.001 | Fatal | Student State Identifier must be present. | Invalid because Student State Identifier is required but is blank | 'null' = Student State Identifier, '18359' = Student Local Identifier, ' ' = Last Name, 'Jamie' = First Name, '6' = CID | |

6. Once the data is error-free and ready to be submitted, click the “Approve & Submit” link in the Actions menu.



7. On the next screen check “I approve this collection” and click the “Approve & Submit” button.

Student Record and Transcript

Submission Number 42 (attempt 1) - Approval

Select the check box and click the link, to submit.

Submission Details

Collection Requests: Student Record and Transcript

Date & Time: April 05, 2012 04:23:18 PM

Statement of Approval

By approving this collection, you are stating that you have examined the data and approve its contents. The collection will be submitted to the requesting agency and will include your name and contact information.

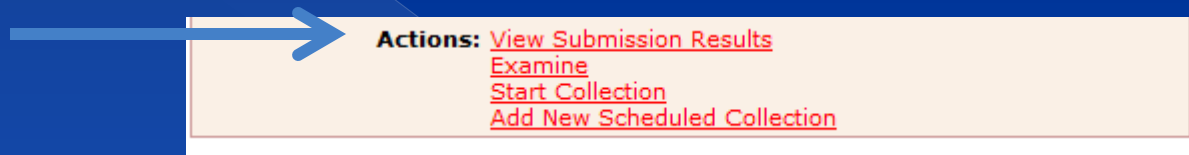
☒ I approve this collection

Approved By: VRF Administrator

Comments (FOR YOUR USE ONLY)

[Approve & Submit](#) | [Cancel](#)

8. After the collection has been submitted, you can view the status of the submission under the “View Submission Results” link. A green check box means it was successful.



[Refresh](#)

| Most Recent Submission Activity | | | |
|---------------------------------|------------------------|------------------------|-------------|
| Submission | Timestamp | Status | Attachments |
| 3 | 04/02/2012 05:41:56 PM | ✓ Processing Completed | |

The newly uploaded student records and transcripts will be available in the Iowa Transcript Center within an hour of the VRF submission.

9. Log into ITC, located in the Portal, to view the uploaded students.



Using Flat Files to Upload into ITC

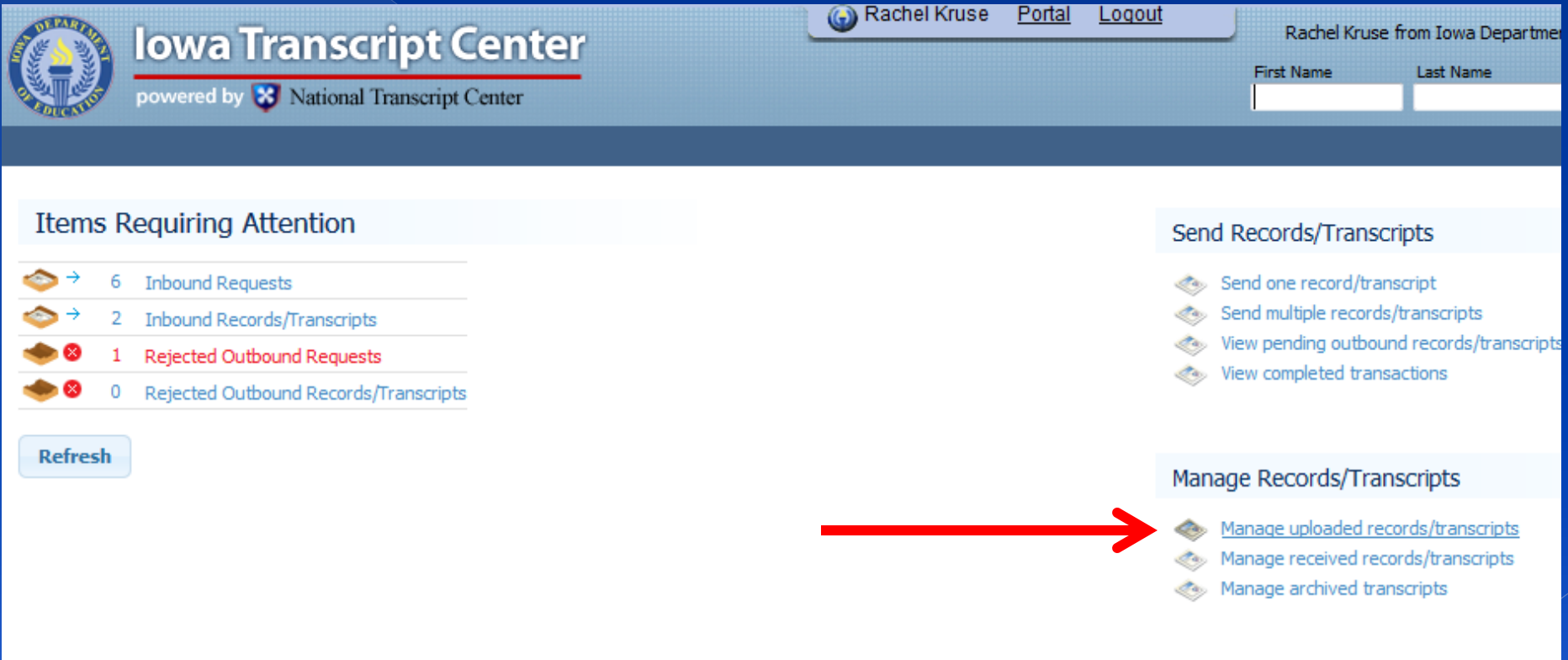
Overview – Process Using Flat Files

- Create an e-Transcript file using your SIS
- Save file to computer (desktop)
- Log into ITC through the Portal
- Upload file into ITC

1. Once you have created an e-Transcript file using your SIS and saved it to your computer, log into the Portal and click on ITC.



2. Click *Manage uploaded records/transcripts*



The screenshot shows the Iowa Transcript Center portal. The header includes the Iowa Department of Education logo, the text "Iowa Transcript Center" and "powered by National Transcript Center", a user profile for Rachel Kruse with links to "Portal" and "Logout", and input fields for "First Name" and "Last Name".

The main content area is divided into two columns. The left column, titled "Items Requiring Attention", contains a list of items with icons and counts:

| Icon | Count | Item Name |
|------|-------|---------------------------------------|
| | 6 | Inbound Requests |
| | 2 | Inbound Records/Transcripts |
| | 1 | Rejected Outbound Requests |
| | 0 | Rejected Outbound Records/Transcripts |

Below this list is a "Refresh" button. The right column contains two sections: "Send Records/Transcripts" and "Manage Records/Transcripts". The "Send Records/Transcripts" section has four options: "Send one record/transcript", "Send multiple records/transcripts", "View pending outbound records/transcripts", and "View completed transactions". The "Manage Records/Transcripts" section has three options: "Manage uploaded records/transcripts", "Manage received records/transcripts", and "Manage archived transcripts". A large red arrow points to the "Manage uploaded records/transcripts" link.

3. In the bottom left corner, click *Upload*.

 **Iowa Transcript Center**
powered by  National Transcript Center

Rachel Kruse [Portal](#) [Logout](#)

Rachel Kruse from Iowa Department of Education | [Edit My Profile](#) | [Logout](#)




First Name Last Name or Tracking # [Search](#)

[Announcements](#) | [Need Help?](#)

Manage Uploaded Records/Transcripts for institutions of Iowa Department of Education

[Show additional columns](#)

Showing 1-10 of 21279 | << << Page 1 of 2128 >> >>|

| <input type="checkbox"/> | Last Name ▾ | First Name ▾ | Middle Name ▾ | Suffix ▾ | Gender ▾ | Date of Birth ▾ | Student # ▾ | Owned By | Uploaded ▾ | Type ▾ | View |
|--------------------------|---------------|--------------|---------------|----------|----------|-----------------|-------------|----------|------------------------|---|------------------------|
| <input type="checkbox"/> | Aalabdulrasul | Zahra | | | Female | | | | 03/19/2014 11:46:48 AM |  | Record |
| <input type="checkbox"/> | Aardema | Neal | | | Male | | | | 02/26/2014 1:09:13 PM |  | Record |
| <input type="checkbox"/> | Aarhus | Collin | W | | Male | | | | 03/19/2014 1:27:40 PM |  | Record |
| <input type="checkbox"/> | Aarhus | Morgan | Elizabeth | | Female | | | | 03/19/2014 2:56:31 PM |  | Record |
| <input type="checkbox"/> | Abbas | Drew | M | | Male | | | | 04/16/2014 10:28:13 AM |  | Record |
| <input type="checkbox"/> | Abbas | Maria | C | | Female | | | | 04/16/2014 10:28:14 AM |  | Record |
| <input type="checkbox"/> | ABBAS | TRENT | WILLIAM | | Male | | | | 03/03/2014 11:06:55 AM |  | Record |
| <input type="checkbox"/> | Abbasi | Emily | Elaine | | Female | | | | 03/19/2014 2:56:32 PM |  | Record |
| <input type="checkbox"/> | Abbasi | Brianne | Elizabeth | | Female | | | | 03/19/2014 2:56:32 PM |  | Record |
| <input type="checkbox"/> | Abbood | Shahad | Imad | | Female | | | | 04/17/2014 3:26:41 PM |  | Record |

All times in local time zone

[Delete](#) [Upload](#) [Archive](#) [Download...](#) [Download All...](#) [Done](#)

4. Click *Browse*. Find the e-Transcript file on your computer.



The screenshot shows the Iowa Transcript Center web application. At the top, there is a header with the Iowa Department of Education logo, the text "Iowa Transcript Center", and "powered by National Transcript Center". On the right, there is a user profile for "Rachel Kruse" with links for "Portal" and "Logout", and a "First Name" input field. The main content area is titled "Upload Records/Transcripts for partner Iowa Department of Education". Below this, it says "Click browse to select file to be uploaded:". There is a "Browse..." button with a red arrow pointing to it, followed by the filename "Britson_Russell_1234567891-data-20111128T113004-0600.txt". Below the filename is a checkbox labeled "Retain current attachments when updating student records/transcripts" which is checked. Further down, it states "You have permission to upload the following student transcript/record file formats:" followed by a bullet point "• SIF: Standard data file format.". At the bottom, there are "Upload" and "Cancel" buttons, with a red arrow pointing to the "Upload" button.

Iowa Department of Education
Iowa Transcript Center
powered by National Transcript Center

Rachel Kruse Portal Logout
Rachel Kruse
First Name

Upload Records/Transcripts for partner Iowa Department of Education

Click browse to select file to be uploaded:

Browse... Britson_Russell_1234567891-data-20111128T113004-0600.txt

☒ Retain current attachments when updating student records/transcripts

You have permission to upload the following student transcript/record file formats:

- SIF: Standard data file format.

Upload **Cancel**

5. Click *Upload*

6. Once all students have been uploaded, click **OK**. You will now be taken back to the main page and will be able to view the list of your students.

The screenshot shows the Iowa Transcript Center web application. The header includes the Iowa Department of Education logo, the text "Iowa Transcript Center" and "powered by National Transcript Center", and a user profile for Rachel Kruse with links for "Portal" and "Logout". On the right, there are input fields for "First Name" and "Last Name".

The main content area is titled "Upload Records/Transcripts for partner Iowa Department of Education". It contains a "Click browse to select file to be uploaded:" section with a "Browse..." button and the text "No file selected.". Below this is a checkbox labeled "Retain current attachments when updating student records/transcripts" which is checked.

A progress bar is shown with the label "Finished" above it. Below the progress bar, it states "You have permission to upload the following student transcript/record file formats:" followed by a bullet point: "• SIF: Standard data file format.". At the bottom left of this section are "Upload" and "Cancel" buttons.

An "Alert" dialog box is open in the foreground, displaying the message "1 record was uploaded.". The "OK" button in the dialog is circled in red. The dialog also has a close button (X) in the top right corner.

At the bottom of the page, there is a "FERPA COMPLIANT" logo.

Access Issues

What if I do not see Pearson SIFWorks when I log into Portal?



If you will be responsible for the e-Transcript SIF pull but do not see Pearson SIFWorks as an option in Portal, send an email to

ed.portal@iowa.gov

What if I do not see ITC when I log into Portal?



If you will be responsible for sending/receiving e-Transcripts but do not see ITC as an option in Portal, send an email to

ed.portal@iowa.gov

What if I have ITC in my Portal menu bar but when I click on it nothing happens?

Talk to the ITC account manager for your district so that person can set you up with an account in ITC.

Our district has never had an ITC account. How does our district request an account?

Your district will need to fill out the ITC registration form located on the Electronic Transcript and Student Record website.

Electronic Transcript & Student Record Project



IOWA
Department of Education

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A-Z Index

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- [Electronic Transcript and Student Record Project](#)
- [Eligibility \(AIM\)](#)
- [ELookUp Training](#)

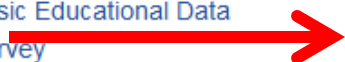


Data & Reporting

All Documents by Category

Data Reporting

Basic Educational Data
Survey



C-Plan

Certified Enrollment

Data Access, Sharing and
Privacy

Reporting Race/Ethnicity in
Iowa

State ID

State Longitudinal Data System

Electronic Transcript and Student Record Project

SLDS Visioning and
Outreach

Electronic Transcript and Student Record Project

All districts are able to utilize some features of the ITC (Iowa Transcript Center). To sign up for ITC download, complete and return the following electronic registration form.

[Iowa Transcript Center \(ITC\) Registration Form](#)

Training

Is your district or school registered to participate?

Do you need a refresher course on the process?

Do you have new administrators who need to know more about ITC?

Are you a community college and interested in sending transcripts?

Are you aware that all public districts must upload all 9-12 grade students to ITC at the end of the 2011-2012 academic year?

For an introduction to, a review of, or renewal experience with the Iowa Transcript Center, you can view these [pre-recorded training/review webinars](#).

Iowa Department of Education

Electronic Transcript & Student Record Project

PUBLIC DISTRICT REGISTRATION FORM

By registering for this project, districts can send electronic high school transcripts to the Iowa Community Colleges and Regent Universities and can exchange K-12 student records with other Iowa districts at no charge. There will be a \$5.00 charge to send high school transcripts electronically to any other institution unless the institution becomes a member of the Iowa Transcript Center (ITC).

Authorized by _____
Title _____ Date _____
District/School name _____
Address _____
City _____ State _____ Zip _____
Student Information System _____



ITC Account Manager

The ITC account manager can perform the same functions as any other ITC user but with the following added responsibilities:

- Direct new ITC users to available training materials on the Hobsons website:
<http://www.hobsons.com/education-solutions/solutions/engage-enroll/etranscripts/state-education-agencies-projects/iowa-transcript-center/>

Complete the form and email to: ntcsupport@hobsons.com

Where can I find training on how to use the Iowa Transcript Center?

Pre-recorded training modules are available. A link to these modules is on the Electronic Transcript and Student Record website. Modules are broken into specific topics and are short in length.

Pre-recorded training modules available anytime.

IOWA Department of Education



Home » Data & Reporting » Data Reporting » State Longitudinal Data System

Data & Reporting

All Documents by Category

Data Reporting

Basic Educational Data
Survey

C-Plan

Certified Enrollment

Data Access, Sharing and
Privacy

Reporting Race/Ethnicity in
Iowa

State ID

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Electronic Transcript and Student Record Project

SLDS Visioning and
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TRANSCRIPTS

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- > [Statewide Record/Transcript Systems for SEAs](#)
- [+] [Record/Transcript Solutions for K-12 Districts](#)
- > [eTranscript Solutions for Higher Education](#)
- [+] [Track/OrderaTranscript](#)
- [-] [NTC State Project Pages](#)
 - > [California](#)
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ITC Recorded Training

[Module 1 - Sending a Transcript](#)

Log in to the system, send a record/transcript, review the home page, edit your profile, and access online help.

[Module 2 - Sending Multiple Transcripts](#)

Send multiple records/transcripts, upload a transcript legend, add attachments to records/transcripts, and search the database using wildcards.

[Module 3 - Requesting a Transcript](#)

Request a record/transcript.

[Module 4 - Receiving a Transcript Request](#)

Receive and respond to a request for a record/transcript.

[Module 5 - Accepting a Record K-12](#)

Accept a record sent to a K12 institution, manage and download received records.

[Module 6 - Receiving Transcripts for Higher Ed](#)

Accept a transcript sent to a post-secondary institution, manage and download received transcripts.

[Module 7 - Student Ordering and Fulfillment](#)

A view of OrderaTranscript.com from the student/parent perspective; receive and fulfill an order placed on OrderaTranscript.com.

[Module 8 - Partner User Process](#)

Using the system as a Partner User.

[Module 9 - Batch PDF Upload Training](#)

Upload PDF records and transcripts in batch; and find and fill out the Batch Upload template.

[Module 10 - Transcript Archive](#)